

JFK ASSASSINATION SYSTEM  
IDENTIFICATION FORM-----  
AGENCY INFORMATION

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RECORD NUMBER : 154-10002-10257  
RECORDS SERIES : HISTORICAL VAULT  
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DOCUMENT INFORMATION

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[R] - ITEM IS RESTRICTED

64

257

**CHARGE-OUT RECORD**Records Holding Site: ☐ Official Files ☐ ISRD ☐ Centre Point

NAME OF REQUESTER <b>DAVID MARWELL</b>		DATE OUT <b>11/08/95</b>	
DIVISION/OFFICE <b>J. F. K. ASSASSINATION REVIEW BOARD</b>		TELEPHONE NO.	
NAME/SUBJECT/BOX NO. <b>Inf. Outline for Use if desired by Local Enforce.</b>		FILE NO. <b>600.1</b>	ACCESSION NO. <b>SS-1</b>
DESCRIPTION OF CONTENTS <b>Chief's Circulars re. Protection</b>		FOLDER TITLE <b>Agencies</b> BOX # <b>236</b> CP/01:02-1-1	
TYPE OF FILE <input type="checkbox"/> Personnel <input type="checkbox"/> Investigative <input type="checkbox"/> Administrative <input type="checkbox"/> Protective			
CLASSIFICATION <input type="checkbox"/> Top Secret <input type="checkbox"/> Secret <input type="checkbox"/> Confidential <input type="checkbox"/> LOU <input type="checkbox"/> Private			
CONDITION OF FILE <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor			
THIS FILE HAS BEEN RELEASED TO YOUR CUSTODY. BEFORE RELEASING THIS FILE TO ANOTHER OFFICE, CONTACT THE APPROPRIATE RECORDS HOLDING SITE.			
FILE RELEASED BY OR RELEASED TO		DATE	
CASE FILE NUMBER CHANGE			
OLD CASE NUMBER		NEW CASE NUMBER	
STATUS OF FILE(S)			
PERSON CONTACTED	REMARKS	DATE	
DATE FILE RETURNED		DATE RETURNED TO RECORDS HOLDING SITE	



TREASURY DEPARTMENT  
UNITED STATES SECRET SERVICE

WASHINGTON, D.C. 20220

OFFICE OF THE CHIEF

September 25, 1964

611.0

MEMORANDUM

To : Special Agents in Charge and Resident Agents  
From : Chief  
Subjects: Check List for Use by Secret Service on Advance  
Presidential Security Surveys.

Information Outline for Use if Desired by Local  
Enforcement Agencies on Advance Presidential  
Security Surveys.

Attached are copies of a detailed Check List for use in making Advance Surveys regarding Presidential Protection. This should be helpful in insuring that every item connected with a Survey is considered. The completed list, signed by the Special Agent(s) making the Survey, will be attached to the Final Survey Report.

Also attached are copies of an "Information Outline" for use if desired by Local Enforcement Agencies in making Surveys regarding Presidential Protection. It is very important that this Outline be made available for use of other agencies, if they wish to use it. Under no circumstances should it be indicated that this Service wants it to be used, and no suggestion to use it should be made. The decision to use it will rest with the other agency. If it is to be used, make it clear in briefings that this Outline is very general and covers only some of the factors involved in any Security Survey. It is intended only as a guideline and is not expected to meet all, or even many, of the situations likely to be encountered in a Survey.

*James E. Fowley*

Attachments

9-25-64

UNITED STATES SECRET SERVICE

CHECK LIST  
ADVANCE PRESIDENTIAL SECURITY

If additional comments are in order on any item, show under "REMARKS," keyed to Section and Item No., i.e. - "V-13".

I. ASSIGNMENT TO THE ADVANCE

1. Name of SA or SA's Assigned \_\_\_\_\_
2. Date of Event \_\_\_\_\_ Location \_\_\_\_\_
3. Date Assigned \_\_\_\_\_ By \_\_\_\_\_
4. Date Briefed \_\_\_\_\_ By \_\_\_\_\_
5. Visit "On Record" \_\_\_\_\_ "Off Record" \_\_\_\_\_
6. Overnight \_\_\_\_\_ Hotel or Residence \_\_\_\_\_ Motorcade \_\_\_\_\_
7. President's Transportation - Plane - Helicopter - Train (circle one)
8. Name-Location of Airport \_\_\_\_\_
9. Name-Location of Heliport \_\_\_\_\_
10. Name-Location of Train Depot \_\_\_\_\_
11. Contact Man for Event \_\_\_\_\_ Telephone \_\_\_\_\_
12. Political Advance Man \_\_\_\_\_ Telephone \_\_\_\_\_
13. Car Contact \_\_\_\_\_ Telephone \_\_\_\_\_
14. WHCA Representative \_\_\_\_\_
15. Have Arrangements been made for WHCA Telephones \_\_\_\_\_

## II. PRIOR TO DEPARTURE OF ADVANCE AGENT

### Have You:

1. Obtained Motorcade Numbered Stickers ..... \_\_\_\_\_
2. Obtained Temporary Identification ..... \_\_\_\_\_
3. Obtained Pictures of Permanent Identification for Police. .... \_\_\_\_\_
4. Obtained Press Identification ..... \_\_\_\_\_
5. Notified SAIC of District by Telephone of the Event ..... \_\_\_\_\_
6. Sent OM Confirmation of Telephone Call to District SAIC.. \_\_\_\_\_
7. Notified PRS of the Event ..... \_\_\_\_\_
8. Name of Person Notified and Date \_\_\_\_\_
9. Advised PRS of Material Changes in the Event which would  
Affect PRS Activities ..... \_\_\_\_\_

## III. ARRIVAL AT LOCATION OF ADVANCE

### Have You:

1. Met with SAIC in District of Event and Briefed Him ..... \_\_\_\_\_
2. Visited or Telephoned Event Contact Man and Discussed  
Itinerary ..... \_\_\_\_\_
3. Arranged Meeting with Police and Fire Departments ..... \_\_\_\_\_
4. Arranged Survey Schedules for - Route - Airport -  
Building - Place of Event - Motorcade - Heliport - Hotel -  
Residence - (Circle Appropriate Words) ..... \_\_\_\_\_
5. Arranged for Type and Number of Cars Required ..... \_\_\_\_\_
6. Arranged for Car Contact and Obtained Telephone Number .. \_\_\_\_\_
7. Discussed with Local SAIC, and Had Local Files Checked  
for any Record of Deficiencies in Previous Advance  
Surveys at this Location, to Prevent any Recurrence ..... \_\_\_\_\_
8. Arranged Crowd Control Fence and Barricades if needed ... \_\_\_\_\_
9. Recorded Time and Distances Between All Points of  
Travel ..... \_\_\_\_\_
10. Arranged for Command Post ..... \_\_\_\_\_  
Name of Person Who Will Operate Command Post: \_\_\_\_\_
11. Briefed all Police on Posts and Assignments (See Special  
Section on Briefings.) ..... \_\_\_\_\_

#### IV. POLICE AND LAW ENFORCEMENT BRIEFINGS

It is absolutely imperative that the following vital factors be covered at every briefing of police and any other law enforcement agency:

Have You:

1. Advised all enforcement contacts that their participants must face the crowd, traffic, or area of responsibility or danger source, and NOT TO TURN TOWARD THE PRESIDENT? ..... \_\_\_\_\_
2. Advised all Semi-Military, Military, State Police, or similar cooperating enforcement agencies that their participants are NOT TO SALUTE OR STAND AT ATTENTION when the President passes, either driving or walking?.... \_\_\_\_\_
3. Advised all enforcement contacts that their participants are not to relax or watch the President or motorcade after he passes, but to be watchful until the President is completely out of sight and the post is relieved? .... \_\_\_\_\_
4. Arranged that all enforcement officers not wearing uniforms who are assigned to roof tops, bridges, etc. be identified by wearing a helmet, or anything else which will identify them as enforcement agents? ..... \_\_\_\_\_
5. Made it known to local committee and/or political advance man that this Service is to be informed of all changes even though such changes do not seem to have any security aspects - this because of the effect it may have on part of the movement; all of the activities, transportation, ceremonies, etc? ..... \_\_\_\_\_
6. Advised local enforcement agencies of the availability of the "Information Outline" which they are welcome to use if they wish? DO NOT URGE ITS USE. BE CAREFUL NOT TO SUGGEST WE WANT IT USED ..... \_\_\_\_\_

V. SURVEYS

Airport - Heliport - Train Station

Have You:

1. Met with Manager of Terminal-Airport-Heliport-Train Station .....
2. Met with FAA Representative (air travel) .....
3. Met with USAF Presidential Advance Man .....
4. Met with Railway Police .....
5. Briefed Police and Fire Departments .....
6. Discussed with Political Advance (if political) .....
7. Met with Contact Man for Advance .....
8. Selected AF-One Parking Place .....
9. Arranged Plane Security .....
10. Selected Press Section .....
11. Arranged for Physical Barrier .....
12. Selected Public Area .....
13. Arranged for Physical Barrier .....
14. Surveyed Outer Perimeter .....
15. Set up Checkpoints .....
16. Surveyed Inner Perimeter .....
17. Set up Checkpoints .....
18. Arranged for Ambulance .....
19. Arranged for Crash Equipment .....
20. Arranged Runway Security .....
21. Arranged Baggage Security .....
22. Arranged for Baggage Trucks .....
23. Arranged Identification for Police .....
24. Arranged for VIP Reception .....
25. Arranged Press Identification for WH and Local .....
26. Arranged for Photographs for Report, if possible .....
27. Secured Maps and Made Diagrams .....

VI. MOTORCADE

Have You:

1. Arranged with Police and Fire Departments .....
2. Discussed with Contact Man for Event .....
3. Discussed with Political Advance Man (if political) .....
4. Selected Route with Police and Others .....

5. Decided on Cars to be Used - Washington and other .....
6. Arranged with Car Contact re Total Cars .....
7. Arranged Security for Presidential and Follow-up Cars ...
8. Arranged the number and place of vehicles in motorcade .....
9. Number and arrangement of press buses .....
10. Briefed all Drivers .....
11. Made a dry run of route .....
12. Arranged for type of escort .....
13. Arranged Radio Control ("Charlie" frequency) for Presidential car - Lead Car - Follow-up Car .....
14. Briefed Police on Type of Escort .....
15. If motorcade goes through more than one jurisdiction, has each been contacted, and escort and other activities been coordinated between police .....

## VII. HOTEL AND/OR RESIDENCE

### Have You:

1. Met with Manager and/or Owner .....
2. Met with Police and Fire Departments and Hotel Security..
3. Discussed with Contact Man for Event .....
4. Discussed with Political Advance Man (if political) .....
5. Selected the Suite to be Occupied .....
6. Assigned Rooms .....
7. Made Suite and Room Diagrams .....
8. Obtained Photographs .....
9. Made Physical Survey of Suite and all Adjacent Rooms ....
10. Set up Checkpoints .....
11. Selected Security Room .....
12. Made Post Assignments .....
13. Obtained Extra Keys to Suite or Residence .....
14. Arranged Gift and Package Inspection .....
15. Arranged Technical "Sweep" .....
16. Notified PRS .....
- Name of Person Notified and Date .....
17. Made Fire Equipment Survey with Representative of Fire Department .....
18. Briefed Police and Firemen .....
19. Arranged for Instructing Police and Firemen on Security and Established Post Assignments for Them .....



20. Inspected the Elevator ..... \_\_\_\_\_
21. Made Name Checks on Waiters - Elevator Operators -  
Maids - Entertainers - Cooks and Others who will be  
Near the President (Minimum information to be submitted  
to PRS is full name, present address, and date and place  
of birth.) ..... \_\_\_\_\_
22. Made Check Lists for Head Table - Reception Guests, etc.. \_\_\_\_\_
23. Determined Locations of Comfort Stations and Provided  
for a Waiting Room ..... \_\_\_\_\_
24. Located WHCA Telephones ..... \_\_\_\_\_

### VIII. ROUTE

ave You - Working with Local Police at all Times:

1. Made Surveys Regarding Escorts - Intersection Control -  
Underpasses - Overpasses - Railroad Bridges - Sewers -  
Manhole Inspections - Drawbridges ..... \_\_\_\_\_
- Obtained Hospital Locations and Telephone Numbers and  
Selected Emergency Routes ..... \_\_\_\_\_
3. Made Observation by Security Helicopter ..... \_\_\_\_\_

### IX. BUILDINGS

ave You:

1. Met with Police and Building Security, if any ..... \_\_\_\_\_
2. Selected Most Dangerous Buildings in Connection with  
Route of Motorcade ..... \_\_\_\_\_
3. Selected Police and Special Agent Post Requirements for  
Roof Tops ..... \_\_\_\_\_
4. Contacted Owners or Managers of Buildings Along the  
Route and Briefed Them ..... \_\_\_\_\_
5. Arranged for Radio Contact ("Baker" Frequency) for  
Police and Special Agents Along Route and Buildings ..... \_\_\_\_\_
6. Briefed Police and Special Agents on Post Assignments ... \_\_\_\_\_

**X. PRESS**

**Have You:**

1. Met with Contact Man for the Event ..... \_\_\_\_\_
2. Discussed with Political Advance Man (if political) ..... \_\_\_\_\_
3. Determined if Local Press Representative will be Named .. \_\_\_\_\_
4. Contacted Presidential Press Secretary's Office with  
Any Press Problems ..... \_\_\_\_\_
5. Obtained White House Press Identification ..... \_\_\_\_\_
6. Arranged for Local Press Identification ..... \_\_\_\_\_
7. Arranged with White House Transportation Office re Press  
Motorcade Transportation and Press Baggage Security ..... \_\_\_\_\_
8. Briefed Local Police on Press Matters, Identification,  
etc. .... \_\_\_\_\_

**XI. SAIC - WHITE HOUSE DETAIL**

**Have You:**

1. Cleared with SAIC of Office for List of Personnel  
Assigned to Trip ..... \_\_\_\_\_
2. Referred problems re schedules, transportation, and press  
for handling by SAIC of Office with Presidential Secre-  
taries ..... \_\_\_\_\_
3. Arranged with SAIC of Office on Delivery of Preliminary  
Survey Report ..... \_\_\_\_\_
4. Arranged with SAIC of Office for Additional Personnel to  
be Obtained from Other Departments, if needed ..... \_\_\_\_\_

**XII. MISCELLANEOUS**

**Have You:**

1. Obtained Names and Titles of Those Attending Survey  
Meetings ..... \_\_\_\_\_
2. Arranged with White House Transportation Office re Flags,  
Seals and Rostrums ..... \_\_\_\_\_
3. Contacted Local Pure Food and Drug Administration When  
Required ..... \_\_\_\_\_

(2)

**XIII. REMARKS**

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Signature

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Signature

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Date and Place

UNITED STATES SECRET SERVICEINFORMATION OUTLINEAdvance Presidential SecurityFor Use by Local Enforcement Agencies if they Wish to Use it.

NOTE: This Outline is available to any enforcement agency wishing to use it - with the clear understanding that it is only a general outline and obviously covers only some of the factors involved in arranging security. In no sense is it intended to meet all situations.

Visit of: \_\_\_\_\_

To: \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_

Briefing Session with Secret Service at \_\_\_\_\_ on \_\_\_\_\_

Place of Arrival of Party \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_ Track or Hangar No. \_\_\_\_\_ No. in Party \_\_\_\_\_

Principal Dignitaries Accompanying \_\_\_\_\_

Ceremonies at Airport \_\_\_\_\_

Who Will Meet President-Vice President at Airport \_\_\_\_\_

Local Dignitaries Accompanying Person Meeting Him \_\_\_\_\_

PRESS ARRANGEMENTS

Press Arrangements at Airport-Station \_\_\_\_\_

Is Regular Press Card Good for this Event \_\_\_\_\_

White House Press Card \_\_\_\_\_

Will Press Travel with Motorcade from Airport \_\_\_\_\_

How will They Travel \_\_\_\_\_

Number of Vehicles Used by Press \_\_\_\_\_

Other Information \_\_\_\_\_

IDENTIFICATION

Type of Identification for Non-Uniformed Enforcement Officers \_\_\_\_\_

\_\_\_\_\_ for  
Type to be Used for Secret Service \_\_\_\_\_

Local Police-Sheriffs \_\_\_\_\_

Type for Uniformed Other - Such as Port Authority - Building Security - Bridge-  
Tunnel Police, etc. \_\_\_\_\_

Type for Other than Enforcement Officers - i.e., Telephone Staff - Messengers,  
etc. \_\_\_\_\_

ROUTES OF TRAVEL

Time of Departure from Arrival Location \_\_\_\_\_

Travel by Helicopter - Automobile \_\_\_\_\_

Destination \_\_\_\_\_

Route to be Followed \_\_\_\_\_

Alternate Route, If Any \_\_\_\_\_

Time of Arrival at Location \_\_\_\_\_

LOCATION OF EVENT

Name of Location and Entrance which President will Use on Entering \_\_\_\_\_

Will he Leave by Same Entrance - If not, which one \_\_\_\_\_

Time he Will Leave \_\_\_\_\_ Same Route Used Coming In? If not,  
show New Route \_\_\_\_\_

Special Security Arrangements - Specify \_\_\_\_\_

Picketing Expected? \_\_\_\_\_

Section Arranged for Pickets, If Any \_\_\_\_\_ Specify Where \_\_\_\_\_

\_\_\_\_\_